



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

SUPERVISING COOK I

**Permanent, Full –Time
\$2901 - \$3526 Monthly**

Final Filing Date: October 7, 2011

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA /SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS /SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED WHO MEET THE REQUIREMENTS LISTED ABOVE, ARE ENCOURGED TO APPLY.

Duties and Responsibilities: (Under the Direct Supervision of the Food Manager)

Assigns work, supervises, and gives instruction and training to employee and helpers from the resident population. Evaluates the performance and takes or recommends appropriate action. Prepares, cooks and dispenses food and serves as lead cook on a shift; apportions the food to the various dining rooms; supervises the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas; makes inspections and maintains food handling practices and standards of safety and sanitation; requisitions, receives, inspects, stores and inventories supplies; supervises garbage disposal; as required, plans menus in accordance with the established food allowance and determines the amount of food to be prepared; as required, acts for the Supervising Cook II or Food Service Supervisor I in his/her absence; keeps records and prepares reports.

Duties and Responsibilities (cont):

Knowledge of: Principles, procedures, and equipment used in the storage, care, preparation, Cooking Dispensing, and serving food in large quantities; kitchen sanitation and safety measures used in large quantities; kitchen sanitation and safety measures and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within food groups; principles of supervision; food accounting; use of purchase orders for food and program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Skill in: Judging food quality; preparation and cooking of all good groups.

Ability to: Plan palatable and adequate menus; plan, organize, and direct the work of others; keep Records and prepare reports; keep inventories and make requisitions; use appropriate equipment; determine food quantities necessary for groups of varying size; direct the preparation of special diets; plan food production to schedule; plan conduct in-service training programs; analyze situations accurately and take effective action; effectively contribute to the department's affirmative action objectives.

Ho to Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 700 Naples Court, Chula Vista, CA 91911 Attn: Lou Dumas – M80 # CV040 / (10/11)**. All State applications must be postmarked no later than the final filing date.

Note: In Exception Line on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development." Failure to do so could result in being rejected from the interview process.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Lou Dumas, Human Resources Office, at (619) 482-6026**.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

575-222-2181-001

RELEASED: 9.27.11